

## **DEPARTMENT OF ADMINISTRATIVE SERVICES INTERNAL POLICIES AND PROCEDURES**

**Subject:** EXERCISE AND HEALTH ACTIVITY

**Date:** August 12, 2008

**Ref:** Governor, State of Utah Memorandum dated 30 August 1993

---

**Purpose:**

The beneficial effects of regular exercise and other health related activities such as routine checkups and participation in health fairs is well documented. Such activities can be a significant factor in preventing disease, lowering stress, improving one's mental state and outlook on life as well as improving the general quality of life. In the job setting this equates to greater productivity and reduced absenteeism. Therefore, this policy is established to encourage participation in activities that promote a healthy lifestyle by employees within the Department of Administrative Services.

**Policy:**

1. The Department of Administrative Services encourages all employees to engage in a *regular program* of aerobic exercise and health improvement. Aerobic exercise is defined as follows:
  - a. Raising the heart and breathing rates;
  - b. At least 25 to 30 continuous minutes of exercise;
  - c. Exercise that increases the heart rate by 60 to 75 percent of its average maximum rate.
2. Employees may be allowed up to 30 minutes a day for a maximum of three days per week to participate in an approved program of aerobic exercise. Employees may not enter into exercise agreements that shorten their work day by allowing them to come into work late or leave work early. Exercise agreements are subject to the following guidelines:
  - a. The anticipated program must include aerobic exercise as defined herein;
  - b. Employees are encouraged to seek medical advice regarding the type and vigor of their proposed exercise program;

- c. Employees must gain approval to participate in this policy from their division director or designee in advance. An agreement must be included in the employee's personnel file that outlines the program to be followed and the approximate time of day that it will be accomplished. This agreement is to be signed by the employee and the employee's immediate supervisor before being approved and signed by the division director. The exercise agreement must be renewed annually during June for the following fiscal year. See Attachment (1);
  - d. The program of exercise must be approved by the division director or director's designee. Exercise programs such as working out in a gym, structured aerobics, walking, jogging, or bicycling are examples of the types of exercise which qualify for approval;
  - e. Participation in this program should normally be accomplished as an extension of the normal lunch hour. Exceptions can be granted on a case-by-case basis to allow an employee to extend their morning or afternoon break to accomplish their exercise program. Exercise done before or after the work day is not authorized in this policy. Injuries incurred outside the timelines defined in this policy will not be considered a work related injury for purposes of workers compensation benefits;
  - f. Exercise time is not cumulative. Time not used during the week cannot be carried over into another week;
  - g. Participating employees shall maintain an exercise log indicating the date, time and type of exercise they engaged in during their exercise time. See Attachment (2) This information will be provided to their supervisor upon request;
  - h. Authorization to participate in this program may be revoked if the provisions of this program are violated, including repeated violation of the basic intent of the program which is to adopt a regular program of exercise to enhance and improve physical conditioning;
  - i. Authorization to participate in this program will be revoked if it interferes with an employee's ability to accomplish work assignments in a timely and accurate manner;
  - j. Authorization to participate in this program will be revoked if the employee is placed on a corrective action plan, but may be reauthorized after successful completion of the corrective action plan;
3. Only full-time employees with benefits are authorized to participate in this program.

4. To ensure the department does not incur overtime costs unnecessarily, participation in this program will be suspended on weeks when an employee is working overtime.
5. Exercise release time will be recorded as regular work time on time sheets. In the case of any disputes, the employee's exercise log will be used to document how much time was taken for an exercise program.
6. Employees assume all risks associated with participating in the department's exercise program.
7. Employees are urged to attend other health improvement activities including health assessment workshops such as Healthy Utah, stress management, smoking cessation seminars, and weight control programs. Division directors are encouraged to provide flexible scheduling and opportunities for employees to attend such programs. Employees may be authorized up to three hours release time annually for *Healthy Utah* assessments and workshops.

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### Exercise Agreement

The Department of Administrative Services, \_\_\_\_\_, grants  
Division  
permission to \_\_\_\_\_ to participate in an exercise work release program  
Employee's Printed Name  
to promote the physical well-being of the employee. The type of exercise is \_\_\_\_\_.

#### General Provisions

This exercise program is governed by the provisions of departmental policy on Exercise and Health Activity. The authorization to participate in this physical fitness program will remain in effect unless:

- a. there is a violation of the terms of this agreement and/or the intent of the program as defined in departmental policy; or
- b. the program is canceled or otherwise determined to be unauthorized by competent authority.

It is intended that this program be enacted whereby the exercise period is an extension of the normal lunch break. Exceptions may be authorized by the division director should special circumstances warrant such action. The days and times in which the undersigned employee anticipates exercising are:

Day of Week

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One-half hour per day for a maximum of three days per week can be used as a part of this program. Exercise periods cannot be used to shorten the workday. The exercise agreement must be renewed annually during June for the following fiscal year.

#### Certification and Authorization

By signing, I certify that I understand and agree to all terms and conditions of the department's Exercise and Health Activity program as addressed in departmental policy and on this agreement form. I consent to voluntarily participate in this program and assume all risks associated with my designated exercise program. I waive and release all rights and claims against the Department of Administrative Services for any and all injuries, ailments or other consequences that I may suffer from my participation in the department's exercise program.

Following is a brief description of my intended exercise program:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director's Signature

\_\_\_\_\_  
Date